

NOTE: This is a good start but additionally we need to hyperlink to references that actually define the comprehensive roles and responsibilities for each identified position, organization, board, team, etc. Due to the limited review period we were unable to obtain the applicable references. Examples of roles and responsibilities we need hyperlinked are Corporate Board, Business Management Office, Project Review Board, Regional Management Board, Commander, Project Manager, etc. Response: The purpose of this document is to address ONLY the roles and responsibilities of actors as specified in the business process documents.

Scope

The purpose of this document is to consolidate roles and responsibilities assigned to actors, as they are currently defined in the existing business processes. The Business Process filename associated with each responsibility is listed also in the report, for your reference. This listing is produced automatically from Oracle Tutor software and our business processes, therefore any modifications or additions necessary to this document should be made in the appropriate business process document.

Distribution

USACE Employee

Ownership

The BP/P2 Configuration Manager is responsible for ensuring that this document is necessary and that it reflects actual practice.

Advanced Acquisition Planning Board

The Advanced Acquisition Planning Board (AAPB) is responsible for (PROC2060)

- Providing coordination and oversight of the acquisition strategy process
- Reviewing goals for meeting acquisition targets set at MSCs

Assistant Chief of Staff for Installation Management

The Assistant Chief of Staff for Installation Management (ACSIM) is responsible for (PROC7100)

- Performing the final program review of the Army military construction program for submission to OSD

- Issuing design and construction guidance to HQUSACE. OCAR also performs the role of the ACSIM in the Army Reserve MILCON program

Business Management Office

The Business Management Office (BMO) is responsible for executing the P2 Resource Forecasting Analysis and advising the Regional Management Board (RMB) on workload-related problems in a District, in conjunction with the Resource Management Office and other functional areas. (PROC6003)

CEFMS project work item responsible employee

The CEFMS project work item responsible employee is responsible for technically approving customer orders and designating alternate responsible employee(s) for their funded work item(s). (PROC1040)

Chief of Contracting Division

The Chief of Contracting Division is responsible for (PROC2060)

- Establishing an Advanced Acquisition Planning Board (AAPB)
- Publishing results of the AAPB meetings
- Notifying the Project Manager (PM) of any changes to the acquisition plan, to ensure that other project commitments will not be compromised and providing any project - specific recommendations

Chief of Engineers

The Chief of Engineers is responsible for testifying before the House and Senate Appropriation sub-committee hearings. (PROC7040)

Commander

The Commander is responsible for addressing unresolved customer concerns. (PROC2060)

The Commander is responsible for issuing command guidance, and approving or disapproving the operating budget. (PROC6001)

Congress

The Congress is responsible for passing legislation (including the MILCON Appropriations, Defense Appropriations, and Defense Authorization Bills). (PROC7100, PROC7120, PROC7130)

Contracting Officer

The Contracting Officer is responsible for (PROC2060)

- Documenting and approving changes to individual project acquisition strategies
- Notifying PDT of acquisition decision

Corporate Board

The Corporate Board is responsible for analyzing district workload and resolving resource conflicts between the PM and Resource Providers. (PROC1020)

Customer

The Customer is responsible for providing all or some project funds and certain products and/or services on some projects, and may have a degree of decision-making authority. (PROC2010)

The Customer is responsible for developing the PMP as a member of the Project Delivery Team (PDT). (PROC2000)

Department of the Army

The Department of the Army (DA) is responsible for (PROC7100)

- Issuing program guidance to the MACOMs and review and approval of the military construction program budget submission
- Allocating funds and issuing construction authority to HQUSACE

Deputy District Engineer for Programs & Project Management

The Deputy District Engineer for Programs & Project Management (DPM) is responsible for accepting new work and notifying/assigning new work to the appropriate Program Manager. (PROC1000)

The Deputy District Engineer for Programs & Project Management (DPM) is responsible for working with the Resource Management Office to verify income projections. (PROC6001)

Deputy for Small Business

The Deputy for Small Business is responsible for providing options to achieve the various small business goals. (PROC2050)

District

The District is responsible for executing the project through the design and construction phases; there is increasing reimbursable involvement by the districts in DD Form 1391 development in support of the installations. (PROC7120, PROC7130)

The District is responsible for executing the project through the design and construction phases; there is increasing reimbursable involvement by the districts in DD Form 1391 development in support of the installations (PROC7100)

The District is responsible for executing the project through the design and construction phases. (PROC7110)

District Commander

The District Commander is responsible for informing customers when work cannot be accepted. (PROC1000)

District Manpower Officer

The District Manpower Officer is responsible for (PROC6000)

- Providing guidance to technical and support offices in the district
- Verifying that workload information complies with guidance
- Preparing workload reports for review and verification by Program Budget Advisory Committee (PBAC)

District Program Analyst /Budget Analyst (BA)

The District Program Analyst (PA)/Budget Analyst (BA) is responsible for (PROC6000)

- Providing a manpower version of each work effort in the district for determining workload/FTE requirements
- Reviewing initial allocations

District Project Manager

The District Project Manager is responsible for (PROC7200)

- Executing projects in the approved AWP
- Maintaining and updating LCP and AWP in the FUDSMIS per the program guidance
- Inputting to HQs preparation of ARC

Division Program Manager

The Division Program Manager is responsible for (PROC7200)

- Establishing its LCP and AWP in the FUDSMIS based on HQs program guidance
- Providing execution guidance to its Districts
- Managing its ER-FUDS account and distributes funding via FDD based on the approved AWP

Headquarters Manpower and Force Analysis Division

The Headquarters (HQUSACE) Manpower and Force Analysis Division is responsible for (PROC6000)

- Providing EC 570-1-11 and associated guidance to the MSCs, Districts, and FOAs
- Generating resource estimates for future work using USACE-wide averages
- Providing FTE allocations based on all work requirements, constrained to meet OMB and DA FTE authorizations

Headquarters Resource Management

The Headquarters (HQUSACE) Resource Management is responsible for (PROC7050)

- Issuing Continuing Resolution Authority (CRA) guidance to MSCs and Districts
- Generating and distributing Funding Authorization Documents (FADS)

Health Facility Planning Agency

The Health Facility Planning Agency (HFPA) is responsible for (PROC7120)

- Issuing guidance to the installations and preparing the POM (Program Objective Memorandum) and BES (Budget Estimate Submission).
- Reviewing and certifying DD Forms 1391.

HQ (CEMP-RF)

The HQ (CEMP-RF) is responsible for (PROC7200)

- Planning, programming, and budgeting (PPB) based on DOD/DA instructions
- Preparing Program Objective Memorandum (POM), Budget Estimate Submission (BES), and Presidents Budget (PB) from the official Life Cycle Plan (LCP) in the FUDSMIS
- Issuing program development instruction to Divisions for the Life Cycle Plan (LCP) and Annual Work Plan (AWP) updates
- Issuing the approved Annual Work Plan (AWP) for execution; establishes ER-FUDS account for each Division and issues Funding Authorization Document (FAD) to districts based on Divisions Funding Distribution Document (FDD); and prepares input to Annual Report to Congress (ARC)

HQUSACE

The HQUSACE is responsible for Issuing Directives as authority is received from TMA.
(PROC7130)

The HQUSACE is responsible for (PROC7100)

- Inputting MACOM programs into the CAPCES database and for printing and assembling the book of DD Forms 1391 for the DA Project Review Board (PRB)
- Issuing directives as authority is received from DA
- Adjusting project costs and submitting to ACSIM for possible budget corrections upon receipt of ENG Form 3086 submissions from the districts
- Compiling OSD and Congressional Budget Books

The HQUSACE is responsible for issuing Directives as authority is received from TMA.
(PROC7120)

The HQUSACE is responsible for (PROC7110)

- Managing Air Force MILCON funds
- Issuing design and construction funds for authorized projects, as directed by HQUSAF and MAJCOMs

HQUSAF

The HQUSAF is responsible for (PROC7110)

- Managing the military construction budget and program for the Air Force and issuing execution direction to MAJCOMs.
- Managing funds and positioning adequate funds at HQUSACE for program execution.

Independent Technical Review Team

The Independent Technical Review Team is responsible for accomplishing commitments they make to the project. (PROC2020)

Installation

The Installation is responsible for (PROC7130)

- Preparing DD Forms 1391 (with functional requirements) and priority project lists and submitting to SGSF
- Actively participating in design development and in monitoring construction progress

The Installation is responsible for (PROC7120)

- Preparing DD Forms 1391 (with functional requirements) and priority project lists and submitting to HFPA.
- Participating actively in design development and in monitoring construction progress.

The Installation is responsible for (PROC7100)

- Preparing DD Forms 1391 (with functional requirements) and priority project lists and submitting to the MACOM
- Participating actively in design development and in monitoring construction progress; for the Army Reserve Program, the Regional Support Commands (RSC) with input from the US Army Reserve Command (USARC) serve the role of installation in the MILCON program

Major Command

The Major Command (MACOM) is responsible for (PROC7100)

- Issuing guidance to the installations
- Preparing the POM (Program Objective Memorandum) and BES (Budget Estimate Submission)
- Reviewing and certifying DD Forms 1391. For the Army Reserve program, the Office, Chief of Army Reserves (OCAR) acts as the MACOM

The Major Command (MAJCOM) is responsible for issuing design and construction authorizations to the Corps of Engineers; the MAJCOM is also the primary customer on AF MILCON projects. (PROC7110)

Major Subordinate Command

The Major Subordinate Command (MSC) is responsible for (PROC7100)

- Reviewing and certifying DD Forms 1391
- Interfacing between districts and HQUSACE

The Major Subordinate Command (MSC) is responsible for overseeing the AF MILCON program and issuing directives to the district. (PROC7110)

Major Subordinate Command Commander

The Major Subordinate Command (MSC) Commander is responsible for evaluating recommendations presented by the Regional Management Board (RMB). (PROC1020)

Major Subordinate Command Manpower Officer

The Major Subordinate Command (MSC) Manpower Officer is responsible for providing guidance to the Districts and consolidating and providing to HQ comments and issues related to initial allocation. (PROC6000)

Major Subordinate Command Program Manager (PgM)

The Major Subordinate Command (MSC) Program Manager (PgM) is responsible for coordinating work between MSCs and across AOR boundaries. (PROC1000)

Major Subordinate Command Regional Management Board (RMB)

The Major Subordinate Command (MSC) Regional Management Board (RMB) is responsible for verifying regional workload for CFY+1 and beyond. (PROC6000)

Major Subordinate Command Technical Division Director

The Major Subordinate Command (MSC) Technical Division Director is responsible for providing general oversight of the RAPB. (PROC6002)

Middle Management Team

The Middle Management Team is responsible for analyzing district workload and resolving resource conflicts between the PM and Resource Providers. (PROC1020)

Office of Management and Budget

The Office of Management and Budget (OMB) is responsible for facilitating the final budget submission to Congress. (PROC7100, PROC7120, PROC7130)

Office of the Secretary of Defense

The Office of the Secretary of Defense (OSD) is responsible for facilitating the final budget submission to Congress. (PROC7100, PROC7120, PROC7130)

Office Representative

The Office Representative is responsible for working with the Resource Management Office to develop rates, monitor budgets, advise of workload changes, and assure income forecasts are reasonable and dependable. (PROC6001)

President of the United States

The President of the United States is responsible for signing the bills passed by Congress. (PROC7100, PROC7120, PROC7130)

Program Analyst

The Program Analyst (PA) is responsible for creating appropriate budget types in P2. (PROC7030)



Program Analyst/Budget Analyst

The Program Analyst/Budget Analyst is responsible for creating appropriate budget types in P2, and preparing/updating PB-3s and PB-2as information needs and District appropriation list per HQUSACE guidance. (PROC7020)

Program Budget Advisory Committee

The Program Budget Advisory Committee (PBAC) is responsible for verifying the budget data against the District Operating Budget. (PROC7050)

The Program Budget Advisory Committee (PBAC) is responsible for reviewing and determining the recommended budget, and adjusting the budget (PROC6001)

The Program Budget Advisory Committee (PBAC) is responsible for verifying District workload. (PROC6000)

Program Delivery Team (PgDT)

The Program Delivery Team (PgDT) is responsible for (REF8015)

- Monitoring the performance and management of their organization's budget; these PgDT members will normally be individuals often referred to as a Director, Office Chief, Resource provider, or Program manager
- Developing and executing an annual budget to deliver quality services and support; the PgDT may also consider the development of a separate PMP for individual missions or initiatives in order to better define a specific scope/project, schedule and budget/resources required

The Program Delivery Team (PgDT) is responsible for executing the budget. (PROC6001)

Program Manager (PgM)

The Program Manager (PgM) is responsible for (PROC1000)

- Advising the DPM on the acceptability of work and on assigning the work if accepted
- Coordinating with the MSC Program Manager if the work is outside of the AOR

The Program Manager (PgM) is responsible for (PROC7010)

- integrating and developing the Civil Works annual budget request
- preparing budget testimony
- interfacing with Congressional committees
- issuing program/project management policy and guidance

- monitoring program management and performance

The Program Manager (PgM) is responsible for (PROC7020)

- Integrating and developing the Civil Works annual budget request
- Preparing budget testimony
- Interfacing with Congressional committees
- Preparing program/project management policy and guidance
- Monitoring program management and performance

The Program Manager (PgM) is responsible for (PROC7050)

- Integrating and developing the Civil Works annual budget request
- Preparing budget testimony
- Interfacing with Congressional committees
- Providing program/project management policy and guidance
- Monitoring program management and performance

The Program Manager (PgM) is responsible for (PROC7000, PROC7030, PROC7040)

- Integrating and developing the Civil Works annual budget request
- Preparing budget testimony
- Interfacing with Congressional committees
- Issuing program/project management policy and guidance
- Monitoring program management and performance

Project Delivery Team

The Project Delivery Team (PDT) is responsible for budgeting for studies, designs and construction including a contingency amount commensurate with the level of risk or based on applicable policies. (REF8003)

The Project Delivery Team (PDT) is responsible for assisting the PM in determining all stakeholder project communications requirements. (REF8006)

The Project Delivery Team (PDT) is responsible for evaluating procurement options during project planning and execution. (PROC2050)

The Project Delivery Team (PDT) is responsible for participating in the development of the Risk Management Plan by identifying and defining potential risks and appropriate responses to risks for the project. (REF8007)

The Project Delivery Team (PDT) is responsible for reviewing and endorsing the commitments made in the PMP. (PROC2070)

The Project Delivery Team (PDT) is responsible for notifying the PM as soon as they become aware of any potential changes, including changes identified by Resource Providers. (PROC3010)

The Project Delivery Team (PDT) is responsible for (PROC2010)

- Developing the scope of work, while adhering to statutory, regulatory, and policy guidance
- Scoping, scheduling, and estimating accurately their portions of the project
- Discussing and agreeing on the quality and delivery expected for their respective products and services
- Discussing and agreeing on the key decision points included in the PMP
- Discussing and agreeing on a systematic approach to measure the progress, status, and quality of their respective products and services
- Committing to complete their portions of the work within the agreed to budget and schedule
- Performing quality work

The Project Delivery Team (PDT) is responsible for (PROC2000)

- Developing the PMP
- Scoping, scheduling, and estimating accurately their portions of the project.
- Discussing and agreeing on the quality and delivery expected for their respective products and services
- Discussing and agreeing on the key decision points included in the PMP
- Discussing and agreeing on a systematic approach to measure the progress, status, and quality of their respective products and services
- Committing to complete their portions of the work within the agreed to budget and schedule
- Performing quality work

The Project Delivery Team (PDT) is responsible for (PROC2040)

- Assisting the PM in developing time and cost estimates necessary to perform the work defined by the Work Breakdown Structure (WBS) with assistance from the Resource Provider if needed
- Identifying conflicts with commitments to other projects via the workload distributions for their organizations

The Project Delivery Team (PDT) is responsible for (REF8016)

- Developing the SOHP and identifying and defining potential risks and appropriate responses to risks for the project
- Attending safety and health training necessary to develop a sufficient SOHP

The Project Delivery Team (PDT) is responsible for (PROC4000)

- Assisting the PM in project closeout, which includes the transfer of property to customer, transfer of property to Place In Service, and closeout of project financial cost accounts
- Assisting the PM in ensuring that necessary documentation has been received, so that project capitalization costs (accounted for in the Construction-in-Progress (CIP) account) are properly transferred out of the CIP account, and real property accountability is maintained through the responsibility of the Real Property Accountability Officer

The Project Delivery Team (PDT) is responsible for (PROC3020)

- Comparing planned execution to actual outcomes
- Determining the reason for change that exceeds thresholds
- Ensuring that all project stakeholders participate during the submission of lessons learned; vendors and contractors, as well as USACE Customers, should all be able to provide technical recommendations and process improvement feedback relevant to their roles

The Project Delivery Team (PDT) is responsible for (REF8008)

- Delivering a quality project
- Performing an active role as consultant to ensure the customer's quality objectives are clearly articulated and that the customer understands the essential professional standards, laws, and codes which must be incorporated into the project
- Monitoring the quality of their own work

- Keeping the commitments for completion of their portion of the project, as documented in the Quality Management Plan

The Project Delivery Team (PDT) is responsible for accomplishing commitments they make to the project. (PROC2020)

The Project Delivery Team (PDT) is responsible for updating and progressing the activities they are responsible for in the PMP in P3e which will allow measuring the performance against the defined expectations, quality requirements, responsiveness to change, and coordination of their respective products and services with other PDT members. (PROC3000)

The Project Delivery Team (PDT) is responsible for ensuring activity information is entered in sufficient detail to effectively execute the project and facilitate workload analysis and resource leveling. (PROC2030)

Project Manager

The Project Manager is responsible for creating, updating and maintaining schedule/resource data consistent with guidance provided by HQUSACE. (PROC7010)

The Project Manager (PM) is responsible for (REF8006)

- Initiating the development of the Communications Plan
- Incorporating the Communications Plan into the projects Project Management Plan (PMP); the PM will ask for Public Affairs Office support, as a member of the PDT, for the development of the Communications Plan based on the complexity and sensitivity of the project

The Project Manager (PM) is responsible for creating, updating and maintaining schedule/resource data consistent with guidance provided by HQUSACE. (PROC7030, PROC7050)

The Project Manager (PM) is responsible for working with Resource Providers to resolve their team member's CFY workload conflicts. (PROC1020)

The Project Manager (PM) is responsible for creating, updating, and maintaining schedule/resource data consistent with guidance provided by HQUSACE. (PROC7020)

The Project Manager (PM) is responsible for ensuring the project is established promptly in P2 and CEFMS, and verifying that the project work item has been created. (PROC1030)

The Project Manager (PM) is responsible for initiating the development of the Risk Management Plan. (REF8007)

The Project Manager (PM) is responsible for overall project change control, as addressed in Change Management Plan (included in the PMP). (PROC3010)

The Project Manager (PM) is responsible for (REF8008)

- Documenting customer expectations and consensus quality management objectives at a project-level that supports the implementation of the PMP, in concert with the PDT
- Utilizing the expertise of their project delivery teams to determine the procedures necessary to achieve the target level of quality
- Ensuring the customer endorses all quality objectives included in the Quality Management Plan
- Understanding the customer's role in project success; the PM's relationship with the customer is pivotal to providing quality service
- Working with the customer early in the Customer Scope Definition Process to determine what the customer needs, and refining those requirements in light of safety, fiscal, schedule, and other constraints; the PDT considers the cost/benefit of all quality improvements.

The Project Manager (PM) is responsible for (REF8003)

- Tracking contingency funds and approving their distribution within projects; Project managers must certify that USACE-approved, customer contingency funding criteria have been met before authorizing use of such funds
- Controlling release of contingency funds
- Delegating approval and certification of contingency funds to a designated representative; contingency funds may be stored in a separate work item if desired
- Distributing the contingency funds; contingency funds shall not be distributed to a specific activity by anyone other than the designated representative, and distribution can be made to a specific activity only after established project-specific requirements have been met, certified and approved by the Project Manager or designated representative
- Returning remaining contingency funds to the customer upon project completion; once a project plan has been approved, the remaining contingency funding level is calculated as total available funding minus the current working estimate to complete that program or project (within P2, once a project plan has been approved, the project cost estimate for the project is defined as the sum of all actual resource/contract costs plus the sum of all estimated [remaining] resource/contract costs assigned to tasks and activities of the project plan)

The Project Manager (PM) is responsible for (REF8016)

- Initiating the development of the SOHP and ensure that it is kept current
- Coordinating with the customer to identify and manage safety and health related hazards inherent to the project

- Assuring hazard controls are successfully implemented
- Coordinating with the local Safety and Occupational Health Office and notify the Commander of all high-risk issues
- Coordinating with the Safety and Occupational Health Office for SOH training of the PDT

The Project Manager (PM) is responsible for (PROC4000)

- Facilitating project closeout; however, the required actions will require participation of a number of Project Delivery Team (PDT) Members (transfer of property to customer, transfer of property to Place In Service, and closeout of project financial cost accounts)
- Expensing terminated projects per closeout procedures
- Ensuring that necessary documentation has been received, so that project capitalization costs (accounted for in the Construction-in-Progress (CIP) account) are properly transferred out of the CIP account, and real property accountability is maintained through the responsibility of the Real Property Accountability Officer

The Project Manager (PM) is responsible for ensuring the further development of the original scope, initial schedule and resource estimates necessary to accomplish assigned activities, organized in accordance with the Work Breakdown Structure (WBS). (PROC2040)

The Project Manager is responsible for obtaining approval of the PMP in accordance with local SOP and recording approval in P2. (PROC2070)

The Project Manager (PM) is responsible for ensuring that the Project Delivery Team (PDT) maintains current project data in P2, and ensuring the project is scheduled in P3e. (PROC3000)

The Project Manager (PM) is responsible for (PROC2010)

- Serving as the project point of contact with the customer(s)
- Understanding who the customer is
- Leading the Project Delivery Team (PDT) in developing the scope of work and a set of mutually acceptable project objectives that meets or exceeds the customers stated or implied expectations, while taking into account the needs, constraints, and expectations of other stakeholders
- Understanding that not all stakeholders may be known at the start of a project
- Understanding the customer/stakeholder needs and expectations and translating them into specific deliverables
- Leading PDT in determining how decisions will be made, funding provided and acquisition strategy developed

The Project Manager (PM) is responsible for (PROC2000)

- Developing the PMP in conjunction with the Project Delivery Team (PDT)
- Identifying funds for the development of the PMP

The Project Manager (PM) is responsible for (PROC2030)

- Developing the initial schedule and subsequent maintenance within P3e with input from the Project Delivery Team, including development of activity durations and constraints, and the identification of activity dependencies
- Ensuring the list of activities clearly defines the scope of efforts, permits the identification of types of expertise required, and facilitates estimates of manpower and funding required to accomplish the project

The Project Manager (PM) is responsible for ensuring that all appropriate information on Lessons Learned are documented as required. (PROC3020)

The Project Manager (PM) is responsible for (PROC2060)

- Coordinating the overall project in connection with acquisition strategy and changes
- Ensuring accurate project acquisition information is maintained in P2
- Coordinating with the Customer
- Serving as the Point of Contact with the AAPB

The Project Manager (PM) is responsible for (PROC2020)

- Initiating and leading the Project Delivery Team (PDT), which includes the customer
- Ensuring that necessary Independent Technical Review Teams (ITRT) meet and adequately review PDT products
- Identifying, during the planning stage, all areas of expertise needed for both the PDT and the necessary ITRTs, and involving them throughout the lifecycle of the project; this will be accomplished in coordination with resource providers

Project Review Board

The Project Review Board (PRB) is responsible for analyzing district workload and resolving resource conflicts between the PM and Resource Providers. (PROC1020)

The Project Review Board (PRB) is responsible for reviewing and verifying the fact sheets and 2101 data for accuracy and concurrence. (PROC7050)

The Project Review Board (PRB) is responsible for reviewing and verifying the appropriation list for accuracy and concurrence. (PROC7020)

The Project Review Board (PRB) is responsible for reviewing and verifying the testimony preparedness for accuracy and concurrence. (PROC7030)

Regional Acquisition Planning Board

The Regional Acquisition Planning Board (RAPB) is responsible for (PROC6002)

- Assessing regional acquisition matters at least twice annually and reporting to the Regional Management Board (RMB) on regional acquisition trends
- Balancing contracting capacity among Districts, Division-wide acquisition capacity, and the planned strategy to meet regional needs and required contracting goals
- Identifying contracting methods and capabilities to enhance mission execution, better support customers, and other items of regional concern
- Ensuring that no District contracting responsibilities will be usurped by the RAPB

Regional Management Board

The Regional Management Board (RMB) is responsible for (PROC1020)

- Resolving CFY resource conflicts referred by Corporate Boards
- Developing strategic plans regarding staffing, contract type and quantity, development of regional centers of expertise, etc, in order to posture the Regional Business Center for the most efficient and effective future mission performance under Regional Business Center Workload Analysis and Resource Leveling PROC6003 [PROC6003]

The Regional Management Board (RMB) is responsible for (PROC6002)

- Forming and activating the Regional Acquisition Planning Board (RAPB).
- Acting upon the RAPBs recommendations.

The Regional Management Board (RMB) is responsible for evaluating Division functional workload information from P2, and developing workload management and capable workforce requirements for the region, based on District resource data as required to support operational and strategic planning. (PROC6003)

- Default P2 report will be based on forecasted workload and resource conflicts outside of the Quarterly Trigger Values Chart limits contained in Standard Computations for Workload Analysis and Resource Leveling REF8001[REF8001]. The primary focus of the RMB will be future year forecasts for executing the P2 Resource Forecasting Analysis Report and advising the Commander on workload-related problems.

Resource Management Office

The Resource Management Office is responsible for (PROC6001)

- Developing and overseeing the Operating Budget (The Operating Budget Guidance includes Mission statement, Commanders objectives and priorities, information on proposed organizational changes, information on all pertinent Consolidated Command Guidance (CCG) targets, instructions on formulating in-house labor base, Regional Management Board guidance, published CEFMS systems changes, projected effective, departmental overhead and General and Administrative (G&A) rates, and projected facility account distributions)
- Working with the Deputy District Engineer for Programs & Project Management (DPM) to verify income projections

The Resource Management Office is responsible for executing the P2 Resource Forecasting Analysis and advising the Regional Management Board (RMB) on workload-related problems in a District, in conjunction with the Business Management Office and other functional areas. (PROC6003)

Resource Management Office/Directorate

The Resource Management Office/Directorate (RM) is responsible for recording the receipt of all funding. (PROC1040)

Resource Management Officer

The Resource Management Officer is responsible for accurately recording funds in CEFMS under the appropriate program (e.g., MILCON, GI/CG) in coordination with the Program/Project Manager. (PROC1040)

Resource Provider(s)

The Resource Provider(s) is responsible for (PROC1020)

- Extracting data from P2 to analyze scope, methods of accomplishment, cost and distribution for activities identified by project delivery teams in CFY, CFY+1, and CFY+2
- Ensuring adequate resources are available to meet the mission requirements and assigning roles to individual resources

The Resource Provider(s) is responsible for providing options, including recommendations on contract performance of Independent Technical Review (ITR), to the PDT member after performing a Workload Analysis and Resource Leveling evaluation. (PROC2050)

The Resource Provider(s) is responsible for (PROC2020)

- Supporting the project and assisting the PM by identifying expertise needed and assigning team members to both the PDT and ITRTs.
- Ensuring that assigned staff and contractors support the PM and the PDT
- Providing technical information, consultation and advice to the project team
- Providing responsible charge, supervision and oversight of technical products produced by the PDT and ITRT members
- Mentoring and supporting their assigned team members, and maintaining the integrity of the original PDT to the greatest extent possible

The Resource Provider(s) is responsible for (PROC2040)

- Identifying conflicts with commitments to other projects via the workload distributions for their organizations.
- Coordinating with the PM/PgM and participating in District/Center Workload Analysis and Resource Leveling PROC1020[PROC1020] activities.

The Resource Provider(s) is responsible for (PROC2000, PROC2010)

- Determining resource availability
- Ensuring the accuracy of the scope, schedule and estimate agreed to by their respective PDT member
- Ensuring the commitment of their respective PDT member to complete their portions of the work within the agreed to budget and schedule
- Ensuring the quality of the work of their respective PDT member

The Resource Provider(s) is responsible for (REF8008)

- Monitoring the quality of the products and services produced by their team members serving on PDTs or the contractors they use to supplement their in-house capability
- Teaching, coaching, mentoring and training staff so that they have technically competent staff to assign to PDTs
- Participating in selection of A/E firms to ensure that A/Es are qualified to perform assigned work
- Assigning team members to project teams commensurate with their ability and experience
- Consulting with PDT members on a periodic basis to get feedback and make adjustments as necessary

- Ensuring that there are processes in place to guarantee that an independent technical review is conducted by qualified staff or contractors
- Serving on an independent technical review team, when appropriate; when Resource Providers do the above, and the PDT follows the QMP process, PDTs can fulfill their responsibilities to produce quality services and projects.

Responsible Risk Manager

The Responsible Risk Manager is responsible for (REF8016)

- Accounting to the PM for SOH for their area of responsibility
- Raising issues to the PDT for resolution when the control is not sufficient or appropriate for the hazards

Safety and Occupational Health Office

The Safety and Occupational Health Office is responsible for (REF8016)

- Providing training to the PDT on the SOHP development methodology
- Serving as an advisor to the PDT
- Participating in PRB and Line Item Reviews
- Providing safety and health assistance to PM throughout the project life cycle
- Providing SOH program oversight by monitoring, assessment, and evaluation

Secretary of the Army

The Secretary of the Army (SA) is responsible for facilitating the final budget submission to Congress. (PROC7100, PROC7120, PROC7130)

Stakeholder

The Stakeholder is responsible for having an interest in the outcome of the project, may provide input on project scope and schedule, but may or may not have decision-making authority or provide funds. (PROC2010)

Surgeon General Support Facilities

The Surgeon General Support Facilities (SGSF) is responsible for (PROC7130)

- Issuing guidance to the installations
- Preparing the POM (Program Objective Memorandum) and BES (Budget Estimate Submission)

- Reviewing and certifying DD Forms 1391

System Administrator

The System Administrator (SA) is responsible for the creating the project in P2. (PROC1030)

TRICARE Medical Activity

The TRICARE Medical Activity (TMA) is responsible for (PROC7130)

- Issuing program guidance to the Headquarters US Air Force Surgeon General Support Facilities (SGSF)
- Reviewing and approving the medical military construction program budget submission
- Adjusting project costs and submitting to OSD/OMB for budget corrections upon receipt of Concept Design submissions from the districts
- Allocating funds and issuing design and construction authority to HQUSACE

The TRICARE Medical Activity (TMA) is responsible for (PROC7120)

- Issuing program guidance to the Health Facility Planning Agency (HFPA)
- Reviewing and approving the medical military construction program budget submission
- Adjusting project costs and submitting to OSD/OMB for budget corrections upon receipt of Concept Design submissions from the districts
- Allocating funds and issuing design and construction authority to HQUSACE

USACE employee

The USACE employee is responsible for notifying the Deputy District Engineer for Programs & Project Management when they receive inquiries for potential new work. (PROC1000)